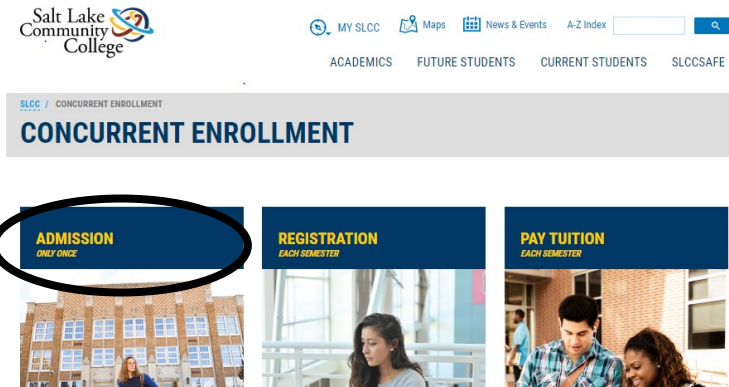


# SLCC CONCURRENT ADMISSION INSTRUCTIONS

1. Go to <http://www.slcc.edu/concurrentenrollment/>
2. Click "Admission."
  - You will need your Social Security Number.
  - You will need your State ID number located on your high school transcript.



3. At the bottom of the page click "Apply for Admission Now."

## SLCC STUDENT ID NUMBER

When you have completed your application, you will receive an acceptance letter with your SLCC Student ID number or "S number". You should receive that letter within approximately 7 to 10 business days.

Keep your S number in a secure place. You will need your S number to access your SLCC records through your MySLCC account.



4. Enter your information and create a password in the "Create Application Login" forms. Take a picture or write down your password in case you need to return to your application!

CREATE APPLICATION LOGIN	BACK TO LOGIN	CONTACT US
<p>First Name <input type="text" value="First Name (*Required)"/></p> <p>Last Name <input type="text" value="Last Name(*Required)"/></p> <p>Email <input type="text" value="Email(*Required)"/></p> <p>Create Password <input type="text" value="Password(*Required)"/></p> <p>Confirm Password <input type="text" value="Confirm Password(*Required)"/></p> <p><small>Note: Password must be at least eight characters and include both numbers and letters.</small></p> <p><small>Note: This is separate from your MySLCC login, if you have one.</small></p>	<p>To log in to your application account, please return to the login screen.</p> <p><a href="#">BACK TO LOGIN</a></p> <p><small>Note: This is separate from your MySLCC login, if you have one.</small></p>	<p><b>Enrollment</b> 801-957-4073 <a href="mailto:admissions@slcc.edu">admissions@slcc.edu</a></p> <p><b>Student Services Hours</b> Monday - Thursday: 8 am - 7 pm Friday: 8 am - 4:30 pm</p> <p><b>Salt Lake Community College</b> 4600 South Redwood Road Salt Lake City, UT 84123 801-957-SLCC (7522)</p>

5. Fill in your personal information, contact information, citizen information, mailing address, demographic information and social security number. Please take the time to enter your social if you have one. This will save you trouble in the future.

HOME MY APPLICATION APPLICATION HISTORY LOG OUT

My Profile Admissions Deadlines

The Admissions Application deadline for Spring Semester 2020 is January 8, 2020.  
Applications received after this date will be eligible for Spring Semester 2020 February 12/Week Term classes or Spring Semester 2020 March 0/Week term classes.  
The Admissions Application deadline for March Term classes is March 4, 2020.

**Personal Data**

First Name: Cooke  
Middle Name: [Empty]  
Last Name: Morgan  
Maiden/Alt Last Name: [Empty]  
Jr./III/etc: [Empty]

**Contact Information**

Mobile Phone: (325) 555-5555  
Are you willing to receive text messages?: Yes  
US Home Phone: Please enter phone number like: (000) 000  
International Phone: [Empty]  
Email: thecookemorgan@cookemorgan.org

**Citizenship Information**

Are you US Citizen?: Yes

**Mailing Address**

Street: [Empty]  
Apt: [Empty]  
City: [Empty]  
Country: United States  
State/Province: [Empty]  
Zip/Postal Code: [Empty]

**Demographic Information**

Gender for state and federal reporting: [Empty]  
Gender Identity: [Empty]  
Birth Day: [Empty]  
Birth Month: [Empty]  
Birth Year: [Empty]  
Social Security Number: (000000000)  
Are you currently a full time employee of Salt Lake Community College?: [Empty]

SAVE SAVE AND CONTINUE

6. The next page of the application will ask you to fill in information about your high school and college status. Be sure to:

- On questions about High School:
  - Select "Currently attending high school."
  - Fill in your graduation year to be May of the year you graduate.
- Questions about College:
  - Choose "Have not attending another college for credit."
  - Choose "Have not enrolled at another college."

HOME MY APPLICATION APPLICATION HISTORY LOG OUT

My Profile Educational History Student Type

**High School Status**

High School Status: Currently attending HS

**High School / GED**

High School State: UT  
High School: Olympus High School  
High School not listed or not in US: [Empty]  
High School Graduation Month or Expected HS Graduation Month: May  
High School Graduation Year or Expected HS Graduation Year: 2022

**College**

Have you attended another college or university that is not Salt Lake Community College?: No  
Are you currently enrolled in another University/College?: No  
Have you applied to SLCC within the past three years?: No  
Have you attended credit classes at SLCC within the past three years?: No  
Have you previously earned college credit from Salt Lake Community College?: No

PREVIOUS SAVE SAVE AND CONTINUE

**7. Select your student type as “Concurrent Enrollment” and enter your State Student ID (this is your “SSID”, it starts with a 1 or a 2, and it can be found on your high school transcript).**

**8. Fill out the optional demographic information, if you choose. You must fill in the military information as “Yes” or “No.”**

**9. Under “Academic Goals”, you must select a major and an area of study, but this can be changed in the future.**

- If you are taking your first CE class second semester of this school year, the term you plan to start will be Spring 2020.
- If you are taking your first CE class first semester next school year, the term you plan to start will be Fall 2020.
- If you are taking your first CE class second semester next school year, the term you plan to start will be Spring 2021.

10. Fill in your emergency contact information.

HOME MY APPLICATION APPLICATION HISTORY LOG OUT

My Profile  
Educational History  
Student Type  
Demographic Information  
Academic Goals  
Additional Questions

### Emergency Contact Info

First Name: Kermit  
Middle Name:   
Last Name: The Frog  
Relationship: Friend  
Emergency Contact Phone Number: (555)555-5555

PREVIOUS SAVE **SAVE AND CONTINUE**

11. Choose how you will pay for the \$40 application fee. If you can, it is better to pay for it by credit card online, rather than to go to the college and pay in person. If you choose to pay in person, take with you a screenshot or a photo of your application number so that the attendant at college can match your payment with your application. Click “Pay Your Application Fee.”

HOME MY APPLICATION APPLICATION HISTORY LOG OUT

My Profile  
Educational History  
Student Type  
Demographic Information  
Academic Goals  
Additional Questions  
Payment Options

### Payment Method

Please review all sections of your application for accuracy and completeness. Your application will not be complete until application fee payment is received.

How will you pay the application fee? Credit Card

### Application Fee Payment

Pay this non-refundable fee to complete your application. You can pay online by credit card or debit card. When you have your card information available, select "Pay Your Application Fee". After you pay, you can submit your application.  
Application fee: \$40

**Pay Your Application Fee**

12. Fill in your credit care information and billing information. Click “continue.”

Payment Information \* Indicates required information

Total: \$40.00

Payment method: Credit Card

Account Information \* Indicates required information

Credit Card Type: Visa

Account Number:

Expiration Date: 11 2019

Security Code:

Name on Card:

Billing Information \* Indicates required information

Street Address 1:

Street Address 2:

City:

State: Utah

ZIP Code:

Country: United States

Contact Information \* Indicates required information

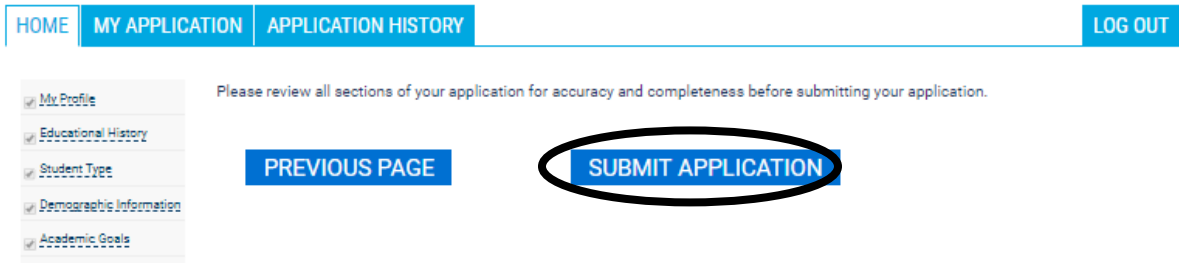
Email: name@email.com

Day Phone: (555) 555-5555

Mobile Phone: (555) 555-5555

Can **Continue**

**13. Review all the information you entered, when you are ready, click “Submit Application.”**

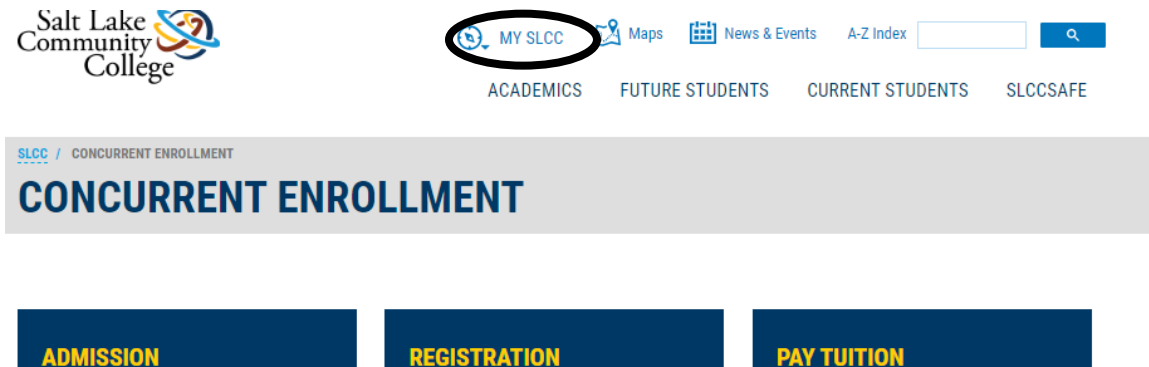


The screenshot shows a web application interface. At the top, there is a navigation bar with three tabs: "HOME", "MY APPLICATION", and "APPLICATION HISTORY". The "MY APPLICATION" tab is currently selected. To the right of the navigation bar is a "LOG OUT" button. Below the navigation bar, on the left side, there is a vertical list of application sections, each with a checkmark icon: "My Profile", "Educational History", "Student Type", "Demographic Information", and "Academic Goals". To the right of this list, there is a text prompt: "Please review all sections of your application for accuracy and completeness before submitting your application." Below this prompt are two buttons: "PREVIOUS PAGE" and "SUBMIT APPLICATION". The "SUBMIT APPLICATION" button is highlighted with a black oval.

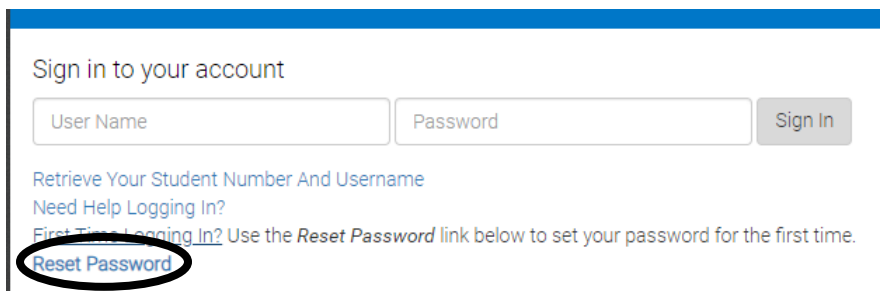
**14. Your admission letter with your SLCC student ID Number “S-Number” and username, will arrive in the mail in a few days. Please see the Career Center if you have not received this letter in a reasonable time.**

# MYSLCC ACCOUNT SET-UP INSTRUCTIONS

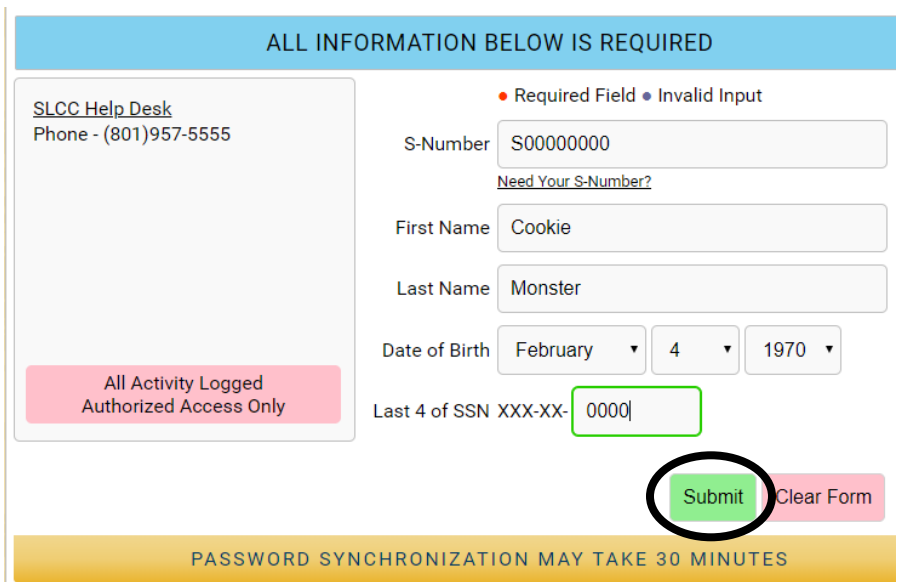
1. **Once you have your S-Number and username**, go to <http://www.slcc.edu/concurrentenrollment/> and click "MYSLCC" to create new password.



2. Go to "Reset Password" to create your password.



3. Fill in the required information and click "submit."



4. Set your password. If you don't remember your username, click "here" where it reads, "You can recover your user name by clicking here." Create a new password, following the listed rules. Write down your password and keep it in a safe place with your username.

Thanks, Caleb. Change your password below.

Follow these rules when selecting your new password:

- Your new password must *not* match your current password
- Your new password must be between 15 and 25 characters
- Your new password must contain at least 1 lower letter
- Your new password must contain at least 1 capital letter
- Your new password must contain at least 1 number
- Your new password must contain at least one of these special characters: ~ ! \* - = + \_ [ ] { } ?
- Your new password must *not* contain any spaces or whitespace
- Your new password must *not* contain any non-en\_US.UTF-8 characters
- Your new password must *not* contain a series of 3 repeating characters


Please have a **secure** way of storing your new password before submitting.

You will use your password each time you log into mySLCC.

You can recover your username by clicking [here](#).

Set Your Password

Confirm Your Password

I'm not a robot  reCAPTCHA  
Privacy • Terms

PASSWORD SYNCHRONIZATION MAY TAKE 30 MINUTES

5. Go back to the "MYSLCC" log-in page and log in with your new user name and password.



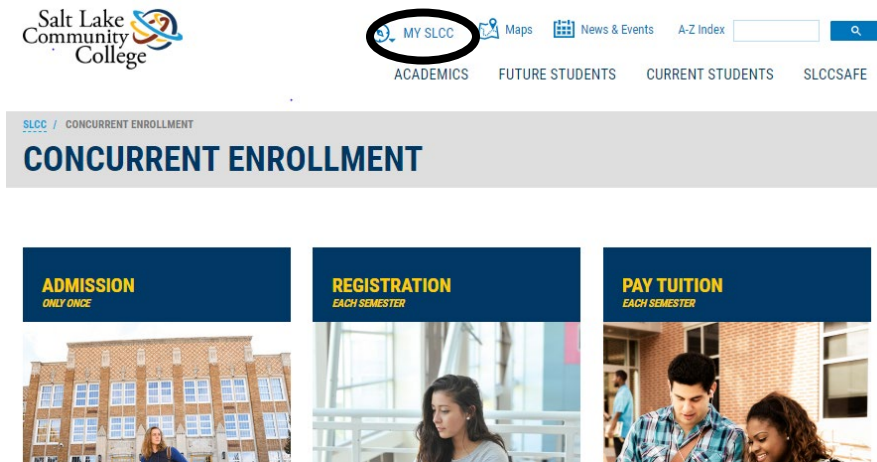
Sign in to your account

[Retrieve Your Student Number And Username](#)  
[Need Help Logging In?](#)  
[First Time Logging In?](#) Use the *Reset Password* link below to set your password for the first time.  
[Reset Password](#)

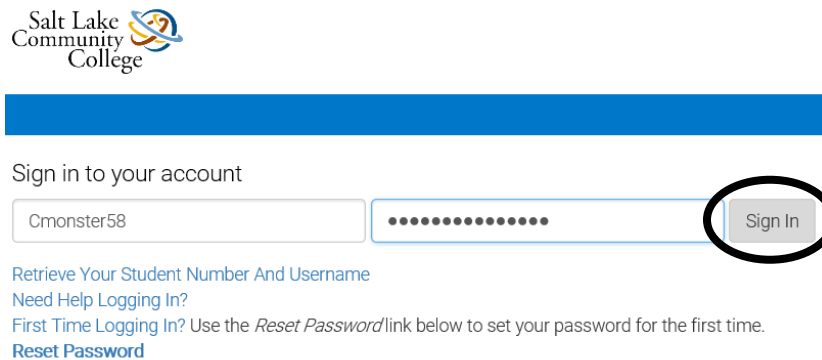
# SLCC CONCURRENT REGISTRATION AND TUITION INSTRUCTIONS

Please note that you cannot register for a SLCC course taught at your high school until that course begins. Please see the Career Center to see when you can register for SLCC on-campus and online courses.

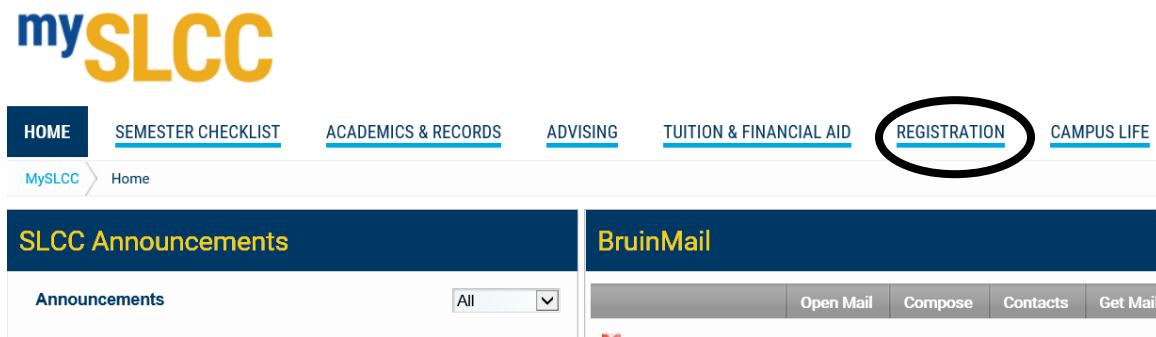
1. If you are not already signed in, go to <http://www.slcc.edu/concurrentenrollment/> and click "MYSLCC."



2. Login to your "MYSLCC" account. If you have lost your username and password, click "Retrieve Your User Name and Password," otherwise, enter your username and password and click "Sign In."



3. Click "Registration."






#### 4. Click "Register for Classes."

[HOME](#)   [SEMESTER CHECKLIST](#)   [ACADEMICS & RECORDS](#)   [ADVISING](#)   [TUITION & FINANCIAL AID](#)   [REGISTRATION](#)

[CAMPUS LIFE](#)

MySLCC > Registration

### Register for Classes




Register For Classes

Things you can do when you register for classes

- Add/Drop classes
- View your registration status
- Plan your schedule ahead of time
- Browse classes
- View your schedule

If you have any questions, please call 801-957-4298.

### Academic Calendar



Dates and Deadlines

#### 5. Select the term you will be attending and click "Submit."

[Personal Information](#)   [Alumni Services](#)   [Student and Financial Aid](#)

Search

### Select Term

Select a Term:

#### 6. If you have not previously taken a concurrent course this school year, you will have to read through and submit the financial agreement page to be able to continue.

Student Financial Responsibility Agreement Page

In order to proceed with registration, you must accept the following agreement annually.

I understand that when I register for any classes at Salt Lake Community College (SLCC) or receive any services from SLCC, I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e. a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which SLCC is providing me educational services, deferring same or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at SLCC's Tuition Refund Policy (<http://www.slcc.edu/academic/records/apps>). I have read the terms and conditions of the published tuition refund schedule and understand these terms. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

In the event of default of any of the terms of this agreement, I hereby give SLCC (designated employees) authorization to apply all monies due me from SLCC to any delinquent portion of this note until the principle fees, interest and costs are paid in full. I agree that SLCC may repay my account balance from any Title IV funds due me.

**DELINQUENT ACCOUNT/COLLECTION.** I understand and agree that if I fail to pay my student account bill or any monies owing to SLCC by the scheduled due date, SLCC will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma. Also, SLCC may place a lien on future Utah State income tax refunds until all past due balances are satisfied.

**FINANCIAL AID.** I understand and agree that if I fail to pay my student account bill or any monies owing to SLCC by the scheduled due date, SLCC will assess a late payment charge on the past due portion of my student account until my past due account is paid in full. I agree to pay those fees and charges.

**Late Payment Charge.** I understand and agree that if I fail to pay my student account bill or any monies owing to SLCC by the scheduled due date, SLCC will assess a late payment charge on the past due portion of my student account until my past due account is paid in full. I agree to pay those fees and charges.

**Collection Agency Fees.** I understand and agree that if I fail to pay my student account bill or any monies owing to SLCC by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, SLCC may refer my delinquent account to a collection agency. I further agree to pay collection agency fees, which may be based on a percentage of my delinquent account, not to exceed 40%, together with all costs and expenses, including reasonable attorney's fees necessary for the collection of my delinquent account. Any collection fees and costs are in addition to the principal balance, fees, and interest due on my account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

**COMMUNICATION**

**Consent:** I authorize SLCC and its agents and contractors to contact me at

my current and any future phone number(s).

my email address(es).

my other cellular wireless device(s)

regarding my delinquent student account(s)/loan, any other debt I owe to SLCC, or to receive general information from SLCC. I authorize SLCC and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their effort to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing or in writing to the respective department or agency contacting me on behalf of SLCC.

**Updating Contact Information:** I understand and agree that I am responsible for keeping SLCC records up to date with my current physical address, email addresses, and phone numbers. This may be done by using the Change of Address, Phone, Email link on the Academics & Records tab of mySLCC. It is my responsibility to provide SLCC with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to SLCC.

**METHODS OF BILLING**

I understand that SLCC uses electronic billing(e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. A paper bill will be provided on request from the Office of the Bursar. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information will be sent to your BruinMail account.

**BILLING ERRORS**

I understand that administrative, clerical, or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration at SLCC.

**RETURNED PAYMENTS/FAILED PAYMENT AGREEMENT**

If a payment made to my student account is returned by the bank, for any reason, I agree to repay the original amount of the payment plus all returned payment fees.

**WITHDRAWAL**

If I decide to completely withdraw from SLCC, I will follow the instruction for dropping or withdrawing from classes at (<http://www.slcc.edu/registration/registration/prop-withdraw.aspx>).

**TAX FORM LOSS**

I agree to provide my Social Security Number (SSN) or Taxpayer Identification Number (TIN) to SLCC as required by Internal Revenue Service (IRS) regulation for the Form 1098-reporting purposes. If I fail to provide my SSN or TIN to SLCC, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

**ENTIRE AGREEMENT**

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and SLCC, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by SLCC, if I sign such modification. Any modifications is specifically limited to those policies and/or terms addressed in the modification. This financial statement is intended to cover my entire educational tenure at SLCC, specifically every semester, term, and school year for which I am accepted and registered for classes.

**STUDENT AGE**

I understand and agree that if I am younger than 18 years old (or the age of majority in my state, if other than the age of 18) when I execute this agreement that the educational services provided by SLCC are a necessity, and I agree to accept the terms of this agreement as a necessary and appropriate course of action.

Term: Spring Semester 2020  
Contract Version#: 3  
SLCC ID Number:

7. Click "Add/Drop" Classes.

Registration

What would you like to do?

- Add/Drop Classes**  
Search and register for various classes. You can also view and manage your schedule.
- Registration Status  
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes  
Looking for classes? In this section you can browse classes you find interesting.

8. Select the term and click "Continue."

Select a Term

Terms Open for Registration  
Spring Semester 2020

Continue

9. Click "Enter CRN." DO NOT USE THE "FIND CLASSES" TAB! You will receive your CRN number from your teacher or the Career Center.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Spring Semester 2020

Subject and Course Number

Subject

10. Enter the CRN number and click "Add to Summary" for each of your SLCC concurrent courses.

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN  Screen Printing ART 1240, 601

CRN

+ Add Another CRN **Add to Summary**

11. The course(s) will show up in the box in the bottom right hand corner of the screen. Please note that courses are “pending” until you submit them. Click “Submit.”

12. Once you have your schedule set, you will need to pay tuition. Tuition fees are \$5 per credit hour and are separate from the one-time admission fee. Go back to your MYSLCC homepage and click “Tuition and Financial Aid.”

13. Click “SLCCPay+”

14. Click “Make Payment.” Follow the prompts to complete the payment process on the next few screens. Be sure to click “Submit Payment.”